

Title: Social Services Assistant, GS-0186-03/04

Tour of Duty: Permanent and Full Time. Based on the needs of the Center, the tour of duty may include all AM/PM shifts including holidays and weekends.

Brief Description of Duties: Provides information, advice, and counsel to group living residents. Perform other duties as assigned.

Basic Qualification Requirements: This position is located in a residential group living situation at Mingo Job Corps Civilian Conservation Center. The incumbent is responsible for assisting in the leadership and guidance of students in a variety of group activities.

Assists students and subordinates in understanding the relevance of appropriate social and employability skills to workplace success. Promotes standards of conduct which are expected and accepted in the workplace. Participates in the Behavioral Management System as necessary to ensure proper workplace appearance and behavior.

Provides direction to students in performing daily housekeeping duties, residential work details, physical training, recreation, hygiene, etc. Monitors the work rosters and insures that students adhere to daily schedules.

CDL Required – If applicant does not currently possess a CDL, he or she is required to obtain within 90 days of employment.

Drug Testing is required for applicant testing and random as required.

Duty Station Specifics: Mingo Job Corps Civilian Conservation Center is operated by the U.S. Forest Service and is located adjacent to the 21,592-acre Mingo National Wildlife Refuge. The Center is located 2½ miles southwest of Puxico, Missouri. The Center has a capacity to house and train 224 students. The Center is closely tied to the community for providing additional training opportunities through an active work-based learning program.

The basic responsibility of the Job Corps Program is to provide America's disadvantaged youth an opportunity to develop labor skills and to participate more fully in the world of work and citizenship. The U.S. Forest Service Job Corps Mission Statement is:

To establish and maintain a safe, positive instructional environment which encourages the educational, vocational, and social growth and development of students.

Mingo Job Corps Civilian Conservation Center offers entry-level vocational training in the following vocational areas: Union Carpentry, Union Painting, Union Brick Masonry, Union Heavy Equipment, Welding, Business Technology, and Health Occupations.

Mingo Job Corps Civilian Conservation Center offers a broad-based academic educational program. Mingo Job Corps Civilian Conservation Center is an accredited high school through the local high school.

Four dormitories (one female, three male) house approximately 56 students each.

Community Information: Mingo Job Corps Civilian Conservation Center is located approximately 2½ miles southwest of Puxico, Missouri. Puxico is located in Stoddard County, Missouri and is 150 miles

south of St. Louis, Missouri; 200 miles east of Springfield, Missouri; and 30 miles northeast of Poplar Bluff, Missouri.

The area is predominately a bottomland hardwood swamp bordered on the west by the foothills of the Ozark Uplift and on the east by a terrace called Crowley's Ridge. Elevations along the top of these ridges range as high as 405' msl compared to the 340' msl elevation of the basin.

Temperatures in the Puxico area vary from 21°F to 71°F in winter, 23°F to 88°F in spring, 56°F to 105°F in summer, and 18°F to 97°F in fall.

While Puxico is a small community with a population 1,145, it offers many churches, two medical clinics, two nursing homes, two banks, senior citizen center, police department, city offices, and a volunteer fire department with 25 volunteers. Puxico has gas stations, grocery stores, convenience stores, restaurants, pharmacy store, public library, many other businesses, and three city parks with tennis courts, playground equipment, picnic shelter, and ball fields.

Puxico has an excellent school system. Elementary classes average 22 students per classroom, grades K-6. Total elementary enrollment is approximately 420 students. The high school (grades 7-12) has an average enrollment of 330 students. Special needs classes are also provided.

Puxico has available housing either for rent or purchase. Average rental prices range from \$350 - \$700 and average purchase prices are \$45,000 - \$125,000.

Interested applicants desiring further information should contact:

Stacey Griffin, Administrative Officer

email stacygriffin@fs.fed.us

phone 573-222-2614 fax 573-222-2547 email stacygriffin@fs.fed.us

The vacancy announcement will be posted on the USAJOBS website, <http://www.usajobs.gov>. You will be notified when the announcement number is available. If interested in this position, please complete the attached form and return by July 12, 2012.

USDA Forest Service is an equal employment opportunity employer.

MINGO JOB CORPS CIVILIAN CONSERVATION CENTER

OUTREACH NOTICE FORM

Social Services Assistant GS 0186-03/04

(Permanent, Full-Time Position)

Date: _____

Name: _____

Email Address: _____

Phone Number: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Are you currently a Federal Employee? Yes _____ No _____

If yes, what is your current appointment type:

Permanent _____ Temporary _____ Term _____

Veterans Readjustment Appointment _____

Persons with Disabilities _____ Other (identify) _____

Job Series/Grade _____

Position Title _____

If not a current permanent (career or career-conditional employee, are you eligible to be rehired under any of the following special authorities: Persons with Disabilities, Disabled Veterans with 30% or more Compensable Disability, Veterans Employment Opportunities Act of 1998, Former Peace Corps Volunteer, Student Career Experience Program, or Other.

Please return your completed form electronically to: **stacygriffin@fs.fed.us**

Submission of this form will indicate to us of your interest in the position. **If interested please respond no later than July 12, 2012 at which time you will be sent directions on how to submit your application once the vacancy announcement becomes available.**

Thank you for your interest in our vacancy.